

East Boston Camps Master Plan Committee
Minutes of October 13, 2005
7:30AM

Millennium School Administration – Conference Room B

The following are minutes of the Town of Westford – East Boston Camps Master Plan Committee meeting of October 13, 2005.

A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office.

A set of these minutes are also available in the Town Manager's Office.

Members Present: Board of Selectmen – Dini Healy-Coffin, Citizen Representatives: Denise Brunelle (7:55AM), George Fletcher, Angela Harkness, Conservation Commission – Peter Mahler, Parks & Recreation Commission – Mary Ellen Tynan, Water Commission – Leslie Thomas (7:55AM)
Westford Land Preservation Foundation – Nancy Rosinski

Present: Town Manager – Steve Ledoux, Assistant Town Manager – Norman Khumalo Parks, Recreation, & Cemetery Director – Patricia Savage

Visitors: Paul Cully, Marian Harman, Peter Kambour

The meeting was called to order at 7:35AM by Chair Kirk Ware

AGENDA

- Public Forum – Peter Kambour asked to speak to the Committee regarding use of the property and the direction of the Committee. In particular he finds the chain across the roadway a problem for him as he fishes and his canoe weighs close to 80 lbs. He questioned the reduced access now that the summer camp program is finished. He has submitted a Citizen volunteer application to Steve to offer his services to help with the management of the East Boston Camps.
Kirk responded the Committee is working on determining uses to be presented as a Master Plan at Annual Town Meeting in the spring. Fishing is not prohibited but access has been limited to minimize cars/vehicles on the property. The Committee is trying to balance the interest of the user and access to the property for the safety of all.
Peter asked the Committee to think about access. He has a key to Nabnasset Lake and that perhaps that could be arranged. He would be willing to pay/donate.
There was some discussion on general access as fishing is not a new use but a continued use. Paul Cully suggested a wheel caddy, and to access by using the road by the ice house.

- Approval of Minutes
 - September 29, 2005 – approved
- Old Business
 - Kiosk status – construction has started
 - Trail Signs subcommittee- work in progress; Marian Harman name was inadvertently left out of the minutes as a contributing member to the subcommittee.

Survey Status – Surveyor has received information from Town Hall and has been out on the property for the past two days. The work along the railroad required having a flagman. The gates to the right of way will be unlocked by George for access. He will coordinate with the surveyors.

- History Denise has conducted some interviews and hopes to wrap up by the end of the year. She has received and is looking for additional photos.
Marian Harman will be conducting additional interviews and research. She plans to finish writing by the end of the year and to see if the Westford Eagle will print the History in a serialized form with photos.
- Request from CP for report- The Community Preservation Committee reports to the Town on how funds are being expended. Funds (not from CPA) expended to date include the cost of the perimeter survey, and signage. The CPC wishes to be kept up to date as to the status of the project in anticipation of questions at Town Meeting
- Caretaker through the winter (taken out of order) - The Town has agreed to a contract effective 11/1/05 with George Fletcher to continue with Caretaker duties for \$2,000/month through the early spring. The East Boston Social Center would then assume the contract beginning April/May.
Notice will be given to East Boston Social Center and Hyams for the continued use during 2006 including rental income.
- Buildings/facilities conditions survey – Berube (taken out of order) - Norman received a scant in terms of details report from Peter Berube. The report identifies the rebuilding of restrooms, jacking up kitchen for new foundation, re-plumbing of all buildings, cabins renovations include – roof, siding, windows, and doors. There was a general statement regarding the ADA. Peter estimated the cost at \$3.5-4million. There were no architectural drawings so the EBSC report from DEP Associates was used. Overall Norman thought the report was useless. Kirk agreed and asked what do next. .
Nancy stated the scope of the assessment should be building by building and evaluating the roof, plumbing, windows, siding etc.; get an estimated cost – a ballpark figure. Norman stated that assessment has been done; Peter spent 1.5 days with Don Kinney to assess the building brought in roofers, electrician etc.
The Committee discussed how to get an estimate with a report reasonably detailed in order to assess the magnitude of the repairs to make the buildings habitable.
Members of the Committee will contact some individuals who make be able to help.
- Subcommittee report on incorporating 501 (c) 3 for holding funds for future use at EBC – Kirk – the committee reviewed documents on forming a non-profit corporation and the incorporation papers of the Westford Friend of Recreation (WFOR). Kirk discussed the formation of a 501 (c) 3 and it could be this committee. There are several models already in Town including the Friends of the Library, The Roudenbush Community Center, Incorporated (TRCCI), as well as the WFOR. There was a brief discussion on oversight Board for EBC and fundraising. Who is the management group going to be? Who's making decisions? Nancy felt the Committee was not ready to make a decision on the Care, Custody, and Control of the property. Leslie stated a 501(c) 3 corporation can be set up independent of the whether there is a camp or not. **Leslie motioned: Begin the process to set up a 501 (c) 3 corporation Second Angela Motion passed**

Kirk – the Article of Organization requires a Name for the corporation and purpose. He asked Committee members to e-mail him with suggestions.

- Camp RFP – review and feedback by possible camp operators- There is a walk through of the property today. No additional information
- Logo Questions – How to proceed – The High School Art teachers have been very receptive to the idea. Angela – from the previous meeting the consensus was to open up the “contest” to more than the high school. The concept from submittals could then be taken to a professional for the final logo format. A display at Annual Town Meeting could be set up. Leslie, Angela and Denise volunteered to work on this project.
- Website Update/Correspondence Received (out of order) Kirk wants e-mails to go to another member of the Committee. Leslie and Mary Ellen volunteered to work on the website
- Request for use by 4H - Steve had received a request for an equestrian event at EBC and declined the request. George indicated that event had taken place in the past. Kirk raised the question: how do we decide “new uses”; this goes back to the Master Plan and determining critical path issues – woodlands, trails, water resources etc. Kirk distributed a hand-out prepared by Norman on Master Plan – plan elements. This will be discussed at the next meeting and he asked Committee members to be prepared – what are the values, how to describe them, how to use or not use.
- NEW BUSINESS - Kirk will revise the agenda to group ongoing projects into one item
Leslie suggested the need for subcommittees and George suggested the need for more frequent meetings. Angela suggested setting up a time line as Annual Town Meeting will be quickly upon us.
 - Agenda items not discussed : #13 Personal Property list; #14 Location of utilities; #15 Next Steps – Financial Model, Oversight Board; #16 Baseline Documentation for EBC – NR; #17 Weekend Rentals – Regulations and Lease Form

NEXT MEETING OCTOBER 27, 2005 7:30AM MILLENIUM CONFERENCE ROOM

Meeting adjourned 9:10AM

Accepted and approved as corrected October 27, 2005

EBC Master Plan: Plan Elements

October 12, 2005

Issues for consideration

Possible Plan Elements

- a. Vision and goals
- b. Public Participation: How did we get here?
- c. Community Character, Services, and Facilities (this would cover current camp uses)
- d. Land resources (this element should emphasize land uses/resources identified in the CR)
- e. Open Space, Scenic vistas and natural ridge lines
- f. Environmental and Wetland Resources
- g. Water Resources
- h. Woodlands/Plants
- i. Wildlife
- j. Circulation (including trails, pedestrian and vehicular traffic)
- k. Business Plan/Marketing Plan
- l. Implementation
- m. Evaluation/Monitoring

I offer the above as the broad elements of the master plan. Overall, these elements address and respond to the issues that were highlighted during discussions leading to TM approval of the EBC purchase. The list also incorporates issues that have come up at the EBCMPC meetings. Note that I have identified elements beyond the traditional recreational camp use.

At first sight, the list may appear overwhelming. The intention is not to study each element exhaustively. Instead the Plan may identify or speak to future studies of some of the plan elements.

Plan Format

Further, preparation of the plan itself can be approached in various ways ranging from simply showing these elements on a land-use map as an attachment to a business plan; through simply outlining existing conditions, goals/objectives and implementation policies/strategies/plan for the protection/preservation/utilization of each element; to a much more detailed and comprehensive plan document.